TOWNSHIP OF BEAVER CREEK
CRAWFORD COUNTY, MI
AUDITED FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2004

# AUDITING PROCEDURES REPORT ISSUED UNDER PA. 2 of 1968, as american. Filling is mandatory.

Caunty Caunty Crawford  Audit Oate  Opinion Date  6/30/04  We have audited the financial statements of this local unit of government and rendered an opinion on financial statement prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan by the Michigan Department of Treasury.  We affirm that:  1. We have complied with the Bulletin for the Audits of Local Units of Government in Michigan as revised. DEC - 6 200							
Audit Oate  6/30/04  Opinion Oate  9/9/04  12/1/04  We have audited the financial statements of this local unit of government and rendered an opinion on financial statement prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASE) and the Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan by the Michigan Department of Treasury.  We affirm that:							
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Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan by the Michigan Department of Treasury.  We affirm that:							
We affirm that:  DEPT. OF TREASU							
1. We have complied with the Bulletin for the Audits of Local Units of Government in Michigan as revised. DEC $-6$ 200							
2. We are certified public accountants registered to practice in Michigan.  12/3 LOCAL AUDIT & FINANCE D							
We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations							
You must check the applicable box for each item below.							
yes X no 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.							
yes X no 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).							
yes X no 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).							
yes X no 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.							
yes X no 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).							
yes X no 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit.							
yes X no 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year).							
yes X no 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).							
yes X no 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).							
We have enclosed the following:  To 8e Not Enclosed Forwarded Required							
The letter of comments and recommendations.							
Reports on individual federal financial assistance programs (program audits).							
Single Audit Reports (ASLGU).							
Certified Public Accountant (Firm Name)							
Keskine, Cook, Miller & Alexander LLP							
Street Address City State ZIP 100 West First Street Gaylord MT 49735							
Accountant Signature Rachel Gresch  Accountant Signature							

# BEAVER CREEK TOWNSHIP BOARD MEMBERS

Lee Riley, Supervisor

Sharon Hartman, Clerk

Vivian Balmes, Treasurer

Linda Little, Trustee

Kathy Mobarak, Trustee

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# Keskine, Cook, Miller, Smith & Alexander LLP CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

#### INDEPENDENT AUDITOR'S REPORT

September 9, 2004

To the Township Board Beaver Creek Township Crawford County, Michigan

We have audited the accompanying financial statements of the governmental activities, the major fund activities, and the aggregate remaining fund information of the Township of Beaver Creek, as of and for the year ended June 30, 2004, which collectively comprise the Township's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Township's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the governmental activities, the major fund activities and the aggregate remaining fund information of the Township of Beaver Creek as of June 30, 2004, and the respective changes in financial position thereof and for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As described in Note B, the Township has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*, as of June 30, 2004.

The management's discussion and analysis on pages 3-5 and budgetary comparison information on pages 26-31 are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

Keskine, cook, Miller & Metaler CCP KESKINE, COOK, MILLER, SMITH & ALEXANDER, LLP

# BEAVER CREEK TOWNSHIP 8888 S. GRAYLING ROAD GRAYLING, MI 49738

# MANAGEMENT'S DISCUSSION AND ANALYSIS YEAR ENDED JUNE 30, 2004

This section of the Beaver Creek Township annual financial report presents our discussion and analysis of the entity's financial performance during the fiscal year ended June 30, 2004.

#### FINANCIAL HIGHLIGHTS:

Our financial status improved over the last year. Assets totaled approximately \$860,000, of which \$640,000 represents capital assets net of accumulated depreciation. Liabilities totaled approximately \$370,000, of which \$61,000 is payable within the next fiscal year.

Overall revenues approximated \$570,000. Of this total, \$116,000 represents program revenues, consisting mainly of charges for services and program-specific grants; \$454,000 represents general revenues, primarily comprised of property tax income and state shared revenues.

Expenditures for the Township totaled \$540,000. Major expenditures include township administration, township hall and grounds, and fire protection.

The Township's taxable value increased by 6.57% during the last year, from \$74,027,076 to \$78,890,935.

The number of registered voters increased by approximately 50 people during the fiscal year.

The Township received a grant from the Michigan Department of Natural Resources (DNR). The grant income, along with monies set aside from the sale of the old township building, the Township built a 40' x 40' pavilion, constructed a walking trail, and paved the existing parking area. The Fire Department received grant monies from the Federal Emergency Management Agency (FEMA) and purchased significant fire protection equipment. A more detailed discussion of capital asset activity is presented in a subsequent section of this letter.

#### OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts: management's discussion and analysis, the basic financial statements, and required supplementary information. The basic financial statements include two different kinds of statements that present different views of the Township.

The first two statements are government-wide financial statements and provide both long and short-term information about the overall financial status of the Township.

The remaining statements are fund financial statements which focus on individual parts of the entity in more detail.

The notes to the financial statements explain some of the information in the statements and provide more detailed data.

Required supplementary information further explains and supports the financial statement information with budgetary comparisons.

#### **GOVERNMENT-WIDE STATEMENTS**

The government-wide statements report information about the Township as a whole using accounting methods used by private companies. The statement of net assets includes all of the Township's assets and liabilities. The statement of activities records all of the current year revenues and expenses regardless of when received or paid.

The two government-wide statements report net assets and how they have changed. Net assets are the difference between the Township's assets and liabilities; this is one method to measure financial health or position.

Over time, increases and decreases in net assets are an indicator of whether financial position is improving or deteriorating. However, to assess overall health of the Township, you may also have to consider additional factors such as tax base changes, economic conditions, and facility conditions.

All of the activities of the Township are reported as governmental activities. The Township does not engage in any business-type activities.

#### **FUND FINANCIAL STATEMENTS**

The fund financial statements provide more detailed information about the Township's funds, focusing on significant (major) funds, not the Township as a whole. Funds are used to account for specific activities or funding sources. Some funds are required by law or bond covenants. They also may be created by the Township Board. Funds are established to account for funding and spending of specific financial resources and to show proper expenditure of those resources.

The Township has the following kinds of funds:

#### **Governmental Funds**

All of the Township's activities are included in the governmental fund category. These funds are presented on the modified accrual basis, which is designed to show short-term financial information. You will note that differences between the government-wide statements and the fund statements are disclosed to explain the differences between them.

#### **Fiduciary Funds**

The Township acts as a trustee or fiduciary for assets that belong to others. The Township maintains these funds and is responsible for insuring that the assets of these activities are distributed according to their intended purpose and at the direction of those to whom the funds belong. These activities do not appear in the government-wide financial statements since the assets do not belong to the Township.

### FINANCIAL ANALYSIS OF THE TOWNSHIP AS A WHOLE

Net Assets-the Township's net assets for the year ended June 30, 2004 totaled \$496,634, an increase from the prior year of \$32,791.

The increase in net assets is due primarily to the increase in the Township's property tax dollars, as a result of the increase in taxable values within the Township, as well as the grants received by the Township during the year.

#### FINANCIAL ANALYSIS OF THE TOWNSHIP'S FUNDS

**General Fund** – State shared revenue continued to decrease but was offset by the grant dollars received by the Township along with the increase in taxable values of properties within the Township. Expenditures increased mainly due to the creation of a Township zoning department. The cost of the zoning department was partially offset by fees.

**Fire Fund** – The fire department collected grant monies from various sources and purchased fire protection equipment. Other activities remained consistent with prior years.

**Park Fund** – The Township received a grant for park improvements and spent the proceeds on various park projects.

**Liqour Law Enforcement Fund** – Activities remain stable with monies received from the State for support.

# CAPITAL ASSET AND LONG TERM DEBT ACTIVITY Capital Assets

The Township purchased approximately \$32,000 in fire protection equipment during the year. Additionally, the Township spent approximately \$83,000 on park improvements, which includes the construction of a pavilion, a walking trail, and paving of the parking lot.

#### **Long-Term Debt**

The Township incurred no new debt during the year and retired approximately \$57,000 of principal relating to its outstanding notes. The Nolan Road note payable was fully retired. Interest paid on long-term debt amounted to \$16,536.

#### **KNOWN FACTORS AFFECTING FUTURE OPERATIONS**

Some known factors are that the Township will continue to receive less money for Revenue Sharing and from the State for the next few years. The Township is growing with the addition of several housing developments. The Township's zoning department is helping to clean up certain areas within the Township and make land in some areas more desirable.

#### **CONTACTING ENTITY MANAGEMENT**

This financial report is designed to provide our taxpayers, creditors, investors and interested parties with a general overview of the Township's finances and to demonstrate its accountability for the revenues it receives. If you have questions concerning this report, please contact Beaver Creek Township, 8888 S. Grayling Road, Grayling, MI 49738 or call 989 275-8878.

Lee Riley, Supervisor Beaver Creek Township

# TOWNSHIP OF BEAVER CREEK STATEMENT OF NET ASSETS JUNE 30, 2004

#### **ASSETS**

E13	
\$	126,402
*	•
	18,960
ble	73,634
	218,996
	899,534
	(256,088)
	643,446
	862,442
20	
	6,000
ot .	54,574
	60,574
<del></del>	
	305,234
	365,808
<del>-</del>	
	000 000
ated Debt	283,638
	11,479
	10,328
	1,261
	189,928
\$	496,634
	sble

See accompanying notes to financial statements.

# TOWNSHIP OF BEAVER CREEK STATEMENT OF ACTIVITIES YEAR ENDED JUNE 30, 2004

	EXPENSES	PROGI CHARGES FOR SERVICES	RAM REV OPERATING GRANTS & CONTRI- BUTIONS	E N U E S CAPITAL GRANTS & CONTRI- BUTIONS	EXI CH NET	REVENUE)/ PENSE & ANGE IN - ASSETS FOTAL
GOVERNMENTAL ACTIVITIES  Township Administration Township Hall and Grounds Fire Protection Planning and Zoning Sanitation Parks Cemetery Liquor Law Enforcement Interest on Long-Term Debt	\$ (174,578) (54,822) (225,691) (25,658) (22,098) (15,964) (1,645) (1,227) (15,536)	\$ 22,303 6,245 12,922 4,325 1,700	\$ 16,787 - - - 2,380 - -	\$ - 10,466 - 38,680 -	\$	(157,791) (54,822) (192,922) (19,413) (9,176) 29,421 55 (1,227) (15,536)
Total Governmental Activities	537,219	(47,495)	(19,167)	(49,146)		(421,411)
	Swamp Tax	Levied for: erations on evenue (not restri Iministration Fee	icted to specific pu	irpose)		69,091 205,734 100,655 27,290 25,208 6,868 13,352 6,004
	Total General R	evenues			<del></del>	454,202
	Change in Net A	∖ssets				32,791
	Net Assets - Be	eginning of Year	•			463,843
	Net Assets - Er	nd of Year			\$	496,634

See accompanying notes to financial statements.

# TOWNSHIP OF BEAVER CREEK BALANCE SHEET GOVERNMENTAL FUNDS JUNE 30, 2004

	<u>!</u>	MAJOR	F	UNDS		NON MAJOR		
	GENERAL		FIRE		FUNDS		TOTAL	
ASSETS						· · · · · · · · · · · · · · · · · · ·		
Cash and Equivalents Receivables:	\$	113,672	\$	1,141	\$	11,589	\$	126,402
Delinquent Taxes Receivable Special Assessments Receivable		8,622 73,634		10,338 -		-		18,960 73,634
Total Assets		195,928		11,479		11,589		218,996
LIABILITIES AND FUND EQUITY Liabilities: Deferred Revenue		73,634		-	-	-		73,634
Fund Equity:     Unreserved/Undesignated     Reserved for:         Fire Protection         Parks and Recreation         Liquor Law Enforcement		122,294 - - -		- 11,479 - -		- 10,328 1,261		122,294 11,479 10,328 1,261
Total Fund Equity		122,294		11,479		11,589		145,362
Total Liabilities and Fund Equity	\$	195,928	\$	11,479	\$	11,589	\$	218,996

# TOWNSHIP OF BEAVER CREEK RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET ASSETS JUNE 30, 2004

TOTAL FUND BALANCES - GOVERNMENTAL ACTIVITIES (PER BALANCE SHEET)	\$ 145,362
Amounts reported for governmenal activities in the Statement of Net Assets are different because:	
Capital assets used in governmental activities are not current financial resources and therefore are not recorded in the funds	643,446
Long-term debt and accrued interest are not recorded in the fund fianancial statements	(365,808)
The fund financial statements do not recognize revenue until it is measurable and available; the government-wide statements record revenue as it is earned, regardless of when it is collected. This amount represents the revenue that has been deferred in the fund statements but recognized as revenue in the government-wide	
statements	73,634
TOTAL NET ASSETS - GOVERNMENTAL ACTIVITES (PER STATEMENT OF NET ASSETS)	\$ 496,634

See accompanying notes to financial statements.

# TOWNSHIP OF BEAVER CREEK STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE GOVERNMENTAL FUNDS YEAR ENDED JUNE 30, 2004

	MAJOR	FUNDS	NON		
	GENERAL	FIRE	MAJOR FUNDS	TOTAL	
REVENUES					
Federal Sources:	•	Φ 0.040	•	<b>C</b> 0.040	
FEMA Grant	\$ -	\$ 2,649	<b>\$</b> , -	\$ 2,649	
State Sources:	400.055		4.040	404.074	
State Shared Revenue	100,655	-	1,319	101,974	
Industrial Facility Tax	740	-	-	740	
Swamp Tax	27,290	-	-	27,290	
Summer Tax Collection Reimbursement	13,497	-	-	13,497	
DNR Grant	-	-	38,680	38,680	
Local Sources:					
Taxes and Assessments	87,784	205,734	-	293,518	
Property Tax Administration Fee	25,208	-	-	25,208	
Trash Bag Sales	12,922	-	-	12,922	
Rents/Royalties	13,352	-	-	13,352	
Cemetery Lot Sales	1,700	-	-	1,700	
Lease Income	· -	17,945	-	17,945	
Local Grants	-	7,817	_	7,817	
Interest	1,853	105	46	2,004	
Other	12,345	6,812	5,386	24,543	
Oute	12,040	0,012			
Total Revenues	297,346	241,062	45,431	583,839	
EXPENDITURES					
General Government	222,337	-	-	222,337	
Public Safety	25,658	237,761	1,227	264,646	
Public Works	24,136	· -	, <u>-</u>	24,136	
Recreation and Culture	,	_	89,838	89,838	
Debt Service	35,504	38,440	-	73,944	
Total Expenditures	307,635	276,201	91,065	674,901	
			<del></del>		
Excess (Deficiency) of Revenues Over	((0.000)	(0= (00)	(1 <b>=</b> 00 1)	(0.4.000)	
Expenditures	(10,289)	(35,139)	(45,634)	(91,062)	
OTHER FINANCING SOURCES/(USES)					
Operating Transfers In/(Out)	(67,000)	20,000	47,000	-	
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses	(77,289)	(15,139)	1,366	(91,062)	
· ·				· · · · · · · · · · · · · · · · · · ·	
Fund Balance - Beginning of Year	199,583	26,618	10,223	236,424	
Fund Balance - End of Year	\$ 122,294	\$ 11,479	\$ 11,589	\$ 145,362	

See accompanying notes to financial statements.

# TOWNSHIP OF BEAVER CREEK RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES YEAR ENDED JUNE 30, 2004

CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS	\$ (91,062)
Amounts reported for governmenal activities in the Statement of Activities are different because:	
Capital outlay purchases are recorded as an expenditure in the fund financial statements but are recorded as capital assets in the government-wide statements  Depreciation expense, recorded in the government-wide financial statements  Payments on long-term debt are recorded as an expenditure in the fund financial statements but are a reduction to outstanding balances in the government-wide statements	116,303 (37,028) 58,407
Some revenues reported in the government-wide statements are not considered available for the fund financial statements and therefore are not recorded until future periods	 (13,829)
CHANGE IN NET ASSETS - GOVERNMENTAL ACTIVITIES - PER STATEMENT OF ACTIVITIES	\$ 32,791

# TOWNSHIP OF BEAVER CREEK STATEMENT OF FIDUCIARY NET ASSETS FIDUCIARY FUND JUNE 30, 2004

ASSETS Cash (to be disbursed to other governmental units)	\$ -
NET ASSETS Net Assets (held in trust for other governmental units)	\$ -

See accompanying notes to financial statements.

# TOWNSHIP OF BEAVER CREEK STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS FIDUCIARY FUND YEAR ENDED JUNE 30, 2004

ADDITIONS Property taxes, penalties, and interest collected for Beaver Creek Township Property taxes, penalties, and interest collected for other units of government	\$ 302,034 2,317,198
Total Additions	 2,619,232
<b>DEDUCTIONS</b> Property taxes, penalties, and interest paid to Beaver Creek Township Property taxes, penalties, and interest paid to other units of government	302,034 2,317,198
Total Deductions	 2,619,232
Change in Net Assets	 -
Net Assets Held in Trust - Beginning of Year	-
Net Assets Held in Trust - End of Year	\$ -
Total Deductions Change in Net Assets Net Assets Held in Trust - Beginning of Year	\$ • •

See accompanying notes to financial statements.

#### **NOTE A: ENTITY**

The Township of Beaver Creek is located in Crawford County, Michigan and has a population of approximately 1,500 people. The Township offices are located at 8888 South Grayling Road, Grayling, Michigan.

The criteria for determining the various governmental functions to be included in the reporting entity's financial statements include oversight responsibility, scope of public service, and special financing relationships. On this basis, the financial statements include all the governmental functions of the Township of Beaver Creek.

### NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### INTRODUCTION

The accounting and reporting framework and the more significant accounting principles and practices of Beaver Creek Township are discussed in subsequent sections of this Note. The remainder of the Notes are organized to provide explanations including required disclosures of the Township's financial activities.

The accounting policies of Beaver Creek Township conform to the generally accepted accounting principles as applicable to governments. The following is a summary of the more significant policies.

On July 1, 2003, the Township adopted the new governmental reporting model and implemented Governmental Accounting Standards Board (GASB) Statement No. 34 "Basic Financial Statements - and Management's Discussion and Analysis – for State and Local Governments" and Statement No. 38 "Certain Financial Statement Note Disclosures".

Under the provisions of GASB Statements No. 34 and 38, the focus of the Township's financial statements has shifted from a fund focus to a government-wide focus.

# GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENT PRESENTATION

#### **Government-Wide Financial Statements**

The government-wide financial statements include the statement of net assets and the statement of activities. These statements report financial information for the Township as a whole, excluding fiduciary activities, such as tax collection activities.

# NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

# GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENT PRESENTATION (CONTINUED)

#### **Government-Wide Financial Statements (Continued)**

Individual funds are not displayed, but the statements distinguish governmental activities, generally supported by taxes and Township general revenues, from business-type activities, generally financed in whole or in part with fees charged to external customers. The Township does not engage in any business-type activities.

The statement of activities reports the expenses of a given function offset by program revenues directly connected with functional programs. A function is an assembly of similar activities and may include portions of a fund or summarize more than one fund to capture the expenses and program revenues associated with a distinct functional activity. Program revenues include: (1) charges for services which report fees, fines and forfeitures, and other charges to users of the Township's services; (2) operating grants and contributions which finance annual operating activities including restricted investment income; and (3) capital grants and contributions which fund the acquisition, construction, or rehabilitation of capital assets and include fees to developers. These revenues are subject to externally imposed restrictions to these program uses. Taxes and other revenue sources not included with program revenues are reported as general revenues.

#### **Fund Financial Statements**

Fund financial statements are provided for governmental and fiduciary funds. Major individual governmental funds are reported in separate columns with composite columns for non-major funds. The measurement focus and basis of accounting for the government-wide and fund financial statements are described in a subsequent section of this note.

#### **FUND TYPES AND MAJOR FUNDS**

#### **Governmental Funds**

The Township reports the following major governmental funds: **General Fund** - This fund is used to account for all financial transactions except those required to be accounted for in another fund. The fund includes the general operating expenditures of the local unit. Revenues are derived primarily from property taxes, state and federal distributions, grants and other inter-governmental revenues.

# NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### **FUND TYPES AND MAJOR FUNDS (CONTINUED)**

**Fire Fund** – This fund is used to account for all financial activity related to the Township's Fire Department. The main source of revenue is derived from property taxes.

The Township reports its Park and Liquor Law Enforcement Funds as non-major funds.

#### Other Funds

**Fiduciary Fund** - This fund is used to account for assets held in trust or as an agent for others. Tax collection activities are recorded in this category. Fiduciary activities are not reported in the government-wide financial statements, in accordance with GASB Statement No. 34.

### **MEASUREMENT FOCUS AND BASIS OF ACCOUNTING**

The financial statements of the Township are prepared in accordance with generally accepted accounting principles (GAAP). The Township applies all relevant Governmental Accounting Standards Board (GASB) pronouncements and applicable Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions issued on or before November 30, 1989, unless they conflict with GASB pronouncements. The Township does not apply FASB pronouncements or APB opinions issued after November 30, 1989.

#### **Government-Wide Financial Statements**

The government-wide statements report using the economic resources measurement focus and the accrual basis of accounting generally including the reclassification or elimination of internal activity (between or within funds). However, internal eliminations do not include utility services provided to Township departments.

Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property tax revenues are recognized in the year for which they are levied while grants are recognized when grantor eligibility requirements are met.

# NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

# MEASUREMENT FOCUS AND BASIS OF ACCOUNTING (CONTINUED)

#### **Governmental Fund Financial Statements**

Governmental fund financial statements report using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available.

Available means collectible within the current period or soon enough thereafter to pay current liabilities. The Township considers revenues to be available if they are collected within 60 days of the end of the fiscal year. Expenditures are recorded when the related fund liability is incurred, except for general obligation bond principal and interest which are reported as expenditures in the year due.

Major revenue sources susceptible to accrual include: sales and use taxes, property taxes, franchise taxes (fees), intergovernmental revenues, and investment income. In general, other revenues are recognized when cash is received.

### **PROPERTY TAXES**

Property taxes and other revenue that are both measurable and available for use to finance operations are recorded as revenue when earned.

- a) Properties are assessed as of December 31 and the related property taxes become a lien on December 1 of the following year. These taxes are due on February 14 with the final collection date of February 28 before they are added to the county tax rolls.
- b) In accordance with GASB 33 "Accounting and Financial Reporting for Nonexchange Transactions", the Township records property tax revenue on the lien date when it becomes an enforceable legal claim for the Township. Therefore, all taxes levied on December 1, 2001 are recorded as revenue in the current fiscal year.
- c) The Township 2003 tax roll millage rate was 0.9701 mills. Fire and road taxes are derived from special assessments.

### NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### **BUDGETS**

The following procedures are followed in establishing the budgetary data reflected in these general purpose financial statements.

- 1. Prior to the beginning of the fiscal year, the proposed budget for each budgetary fund is submitted to the Township Board for consideration.
- 2. The proposed budgets include expenditures as well as the methods of financing them.
- 3 Public hearings are held to obtain taxpayer comments.
- 4. The budgets are adopted by a majority vote of the Township Board.
- 5. The budgets are adopted on the modified accrual basis of accounting.
- 6. The originally adopted budgets can be amended during the year only by a majority vote of the Township Board.
- 7. The adopted budgets are used as a management control device during the year for all budgetary funds.
- 8. Budget appropriations lapse at the end of each fiscal year.
- 9. The budgeted amounts shown in these general purpose financial statements are the originally adopted budgets with all amendments that were approved by the Township Board during the fiscal year.
- 10. Public Act 621 of 1978 as amended provides that a local unit shall no incur expenditures in excess of the amount appropriated.

#### **USE OF ESTIMATES**

The preparation of financial statements in conformity with generally accepted accounting principles require management to make estimates and assumptions that effect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

# NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### CAPITAL ASSETS AND DEPRECIATION

The Township's property, plant, and equipment, with useful lives of more than one year are stated at historical cost and comprehensively reported in the government-wide financial statements. Donated assets are stated at fair value on the date donated. The Township generally capitalizes assets with historical cost of \$1,000 or more as purchase and construction outlays occur. The costs of normal maintenance and repairs that do not add to the asset value or materially extend useful lives are not capitalized. Capital assets are depreciated using the straight-line method. When capital assets are disposed, the cost and applicable accumulated depreciation are removed from the respective accounts and the resulting gain or loss is recorded in operations.

Estimated useful lives, in years, for depreciable assets are as follow

Fire Vehicles 20 years

Land and construction in progress are not depreciated.

For information describing capital assets, see Note E.

# LONG-TERM DEBT, DEFERRED DEBT EXPENSE, AND BOND DISCOUNTS/PREMIUMS

In the government-wide financial statements, outstanding debt is reported as liabilities. Bond issuance costs, bond discounts or premiums, and the difference between the reacquisition price and the net carrying value of refunded debt are capitalized and amortized over the terms of the respective bonds using a method that approximates the effect of interest method.

The governmental fund financial statements recognize the proceeds of debt and premiums as other financing sources of the current period. Issuance costs are reported as expenditures.

# NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### **ENCUMBRANCES**

Encumbrances involving the current recognition of purchase orders, contracts and other commitments for future expenditures are not recorded.

#### **ACCUMULATED UNPAID BENEFITS**

Employees are not allowed to accumulate vacation and sick pay; therefore, no accumulated amount has been recorded in these financial statements.

## **NOTE C: CASH AND EQUIVALENTS**

Cash consists of bank accounts or securities with original maturities of 90 days or less.

All cash deposits are maintained in financial institutions in the Northern Michigan area. The Township's pooled and non-pooled deposits are categorized to give an indication of the level of risk assumed by the Township at fiscal year-end. The categories are described as follows:

Category 1 - Insured or collateralized with securities held by the Township or by its agent in the Township's name.

Category 2 - Collateralized with securities held by the pledging financial institution's trust department or agent in the Township's name.

Category 3 - Uncollateralized.

	BANK		BOOK		
	BALANCE	1	2	3	<b>BALANCE</b>
General	\$ 104,271	\$100,000	\$ -	\$ 4,271	\$ 113,672
Fire	1,111	-	-	1,111	1,141
Park	6	-	-	6	10,328
Liquor	1,261			<u> 1,261</u>	<u>1,261</u>
TOTAL	\$ 106,649	\$100,000	<u>\$ - </u>	<u>\$ 6,649</u>	<u>\$ 126,402</u>

#### NOTE D: SPECIAL ASSESSMENT RECEIVABLE/DEFERRED REVENUE

The Township has entered into special assessment arrangements in order to perform major improvements on two roads within the Township –Skyline and Billman Roads.

#### **FUND FINANCIAL STATEMENTS**

Under the modified accrual basis of accounting for purposes of the fund financial statements, each special assessment is recorded as a receivable and deferral until a portion of the assessment is included on the tax roll, at which time the portion becomes measurable and available and is recognized as revenue. The special assessment receivable is expected to be received and recorded as revenue according to the following schedule:

	-	Billman Road	Skyline <u>Road</u>		 TOTAL
June 30, 2005	\$	5,401	\$	5,118	\$ 13,829
2006		5,401		5,118	13,828
2007		5,401		5,118	10,519
2008		5,401		5,118	10,519
2009		5,401		5,118	10,519
2010-2011		10,803		10,236	 21,039
TOTAL	\$	37,808	\$	35,826	\$ 73,634

### **GOVERNMENT-WIDE FINANCIAL STATEMENTS**

Under the accrual basis of accounting, for purposes of the government-wide financial statements, the full amount of each assessment was recognized as revenue in the initial year (no revenue was deferred). The subsequent collections each tax year, according to the schedule above, reduce the special assessment receivable.

# NOTE E: CAPITAL ASSETS

	CAPITAL ASSETS DEPRECIATED						
	<u>Land</u>	Buildings & Components	Machinery & Equipment	Data Handling <u>Equip</u>	<u>Totals</u>		
Governmental Active Balance, July 1, 2003 Increases Decreases Balance, June 30, 200	\$ 45,000 - 	\$ 348,769 76,740 	\$ 367,151 39,562 - 406,713	\$ 22,312	\$ 783,232 116,302 		
Accumulated Deprecial Balance, July 1, 2003 Increases Decreases Balance, June 30, 200	- - -	77,088 12,134  89,222	131,960 21,557 - 153,517	10,012 3,337 	219,060 37,028  256,088		
Governmental Activitie Capital Assets, Net	es <u>\$ 45,000</u>	\$ 336,287	<u>\$ 253,196</u>	<b>\$</b> 8,963	<u>\$ 643,446</u>		

Depreciation expense was charged to functions of the Township as follows:

#### Governmental Activities

Township Administration Fire Township Hall & Ground Parks		\$ 2,523 19,653 5,298 9,554
	Total	\$ 37,028

# NOTE F: LONG-TERM DEBT

A summary of changes in long-term debt is as follows:

		Balance 7/1/03	Additions	D	eductions		Balance 6/30/04
Fire Truck	\$	62,821	\$ _	\$	15,710	\$	47,111
Twp. Hall		152,000	_		12,667		139,333
Fire Van		8,750	-		2,917		5,833
Fire Hall		96,800	-		12,100		84,700
Nolan Road		2,833	-		2,833		-
Sky/Bill Road		94,011	 -	_	<u> 11,180</u>	_	82,831
Total	\$_	417,215	\$ 	\$	<u>57,407</u>	<u>\$</u> _	359,808

### NOTE F: LONG-TERM DEBT (CONTINUED)

	-
Fire	Truck
1 11 0	I I GOIN

Installment purchase contract, original balance of \$79,531 due in annual installments of \$15,710 plus interest at 3.75% per annum through March 2008.

\$ 47,111

#### Township Hall

Installment purchase contract with an original balance of \$190,000 due in fifteen annual installments of \$12,667 beginning March 31, 2001 plus semi-annual interest at the rate of 4.25%.

139,333

#### Fire Van

Note with original balance of \$17,500 due in six annual installments of \$2,917 beginning October 2000 through October 2006, plus semi-annual interest at the rate of 5.34%.

5,833

#### Fire Hall Addition

Installment purchase contract with original balance of \$121,000. Due \$12,100 annually beginning February 2002 through 2012, plus at 3.99%.

84,700

#### Skyline/Billman Roads

Note payable with original balance of \$105,191, principal due in annual principal installments of \$11,180 plus interest at 3.99%. Payable July 2002 through 2008.

82,831

Total	\$	359,808
Less: Current Portion		<u>(54,574)</u>
Long-Term Portion	<u>\$</u>	305,234

#### Long-term debt is due as follows:

	PF	RINCIPAL	<u>IN</u>	ITEREST		<u>TOTAL</u>
June 30, 2005	\$	54,574	\$	15,570	\$	70,144
2006		54,573		13,396		67,969
2007		51,637		10,579		62,216
2008		35,947		9,085		45,032
2009		35,947		7,590		43,537
2010-2014		114,466		16,997		131,463
2015-2019		12,664	_	<u>548</u>		13,212
TOTAL	\$	359,808	<u>\$</u>	73,765	<u>\$</u>	433,573

#### NOTE G: FUND BALANCE/NET ASSETS

### **CALCULATION OF BEGINNING NET ASSETS**

The Township adopted GASB Statement No. 34 effective July 1, 2003. The following represents the reconciliation of the Townships fund balance as of July 1, 2003, to its beginning net assets balance, as presented in the Statement of Activities, for the year ended June 30, 2004:

Total Fund Balance, July 1, 2003	\$	236,424
Record capital assets		783,232
Record accumulated depreciation	(	219,060)
Record special assessment revenue		87,462
Record long-term debt	(	417,215)
Record interest payable	_(	<u>7,000</u> )
Beginning Net Assets, July 1, 2003	<u>\$</u>	<u>463,843</u>

#### **NOTE H: PENSION PLAN**

The Township has a defined contribution pension plan covering all full time employees. The Township contributes an amount of each employee's annual salary to the plan. Pension expense for the fiscal year ended June 30, 2004 was \$14,591.

#### **NOTE I: CONTINGENCIES**

### **INSURANCE COVERAGE**

The Township is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; error and omission; injuries to employees; and natural disasters.

The Township participates in the Michigan Township Participants plan, a self insured group. The pool is considered a public entity risk pool. The Township pays annual premiums to the pool for the respective insurance coverage. In the event a pool's total claims and expenses for a policy year exceed the total normal annual premiums for said years, all members of the pool's policy year may be subject to special assessment to make up the deficiency. The pool maintains reinsurance for claims for each occurrence with the overall maximum coverage varying depending on the specific type of coverage of reinsurance. The Township has not been informed of any special assessments being required. There were no significant changes in coverage.

#### **NOTE I: CONTINGENCIES (CONTINUED)**

#### **GRANTS**

The Township has received grant monies from federal, state, and local sources. Grant monies are subject to audit by the grantor. Upon audit, some expenditures may be disallowed and as a result, those amounts may be refundable. Such refunds, if any, are generally payable from the Township's unrestricted fund balance. The Township feels that any potential disallowances, if any, are immaterial.

#### **NOTE J: OPERATING LEASE**

Beaver Creek Township has entered into an operating lease agreement with Mobil Medical Response, Inc. (MMR). MMR leases a portion of the Township's fire hall for \$12,100 per year for 10 years. The annual lease payment is equivalent to the amount required to satisfy the Township's debt service relating to the fire hall addition (described in Note F).

The cost of the leased property is approximately \$200,000. The Township recognized \$12,100 in lease income in the Fire Fund for the fiscal year ended June 30, 2004. It will recognize that amount each fiscal year until the lease agreement terminates in the year 2012.

# TOWNSHIP OF BEAVER CREEK STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL GENERAL FUND YEAR ENDED JUNE 30, 2004

<b></b>		RIGINAL BUDGET	FINAL AMENDED BUDGET		ACTUAL	VARIANCE FROM FINAL AMENDED BUDGET
F	REVENUES					
<del></del> (	State Sources:					
	State Shared Revenue	\$ 104,000	104,000	\$	100,655	(3,345)
	Swamp Tax	27,300	27,300		27,290	(10)
	Industrial Facility Tax	750	750		740	(10)
	Summer Tax Collection Reimbursement	13,500	13,500		13,497	(3)
i	_ocal Sources:					
	Property Taxes	71,000	71,000		69,091	(1,909)
	Special Assessments - Roads	18,000	18,000		18,693	693
	Property Tax Administration Fee	26,000	26,000		25,208	(792)
	Cemetary Lot Sales	1,000	1,000		1,700	700
	Rents and Royalties	6,000	6,000		13,352	7,352
	Trash bag Sales	16,000	16,000		12,922	(3,078)
	Zoning Fees	5,000	5,000		6,245	1,245
	Interest	4,600	4,600		1,853	(2,747)
	Miscellaneous	13,650	13,650		6,100	(7,550)
	Total Revenues	306,800	306,800		297,346	(9,454)
	EXPENDITURES GENERAL GOVERNMENT Township Board:	4.550	4.550		4.540	2
	Trustee Wages	4,550	4,550		4,548	2
	Fringe Benefits	20,428	20,428		21,678	(1,250)
	Postage	3,200	3,200		3,248	(48)
	Supplies	1,200	1,200		1,124	76
	Public Safety	750	750		743	7
	Printing and Publishing	2,500	2,500		1,855	645
	Insurance and Bonds	6,300	6,300		6,231	69
	Miscellaneous	8,582	8,582		3,447	5,135
	Township Dues	1,200	1,200		1,440	(240)
	Education and Training	200	200		-	200
	Contractual Road Repairs	19,000	19,000		-	19,000
	Computer Software	-	-		154	(154)
	Computer Support	5,000	5,000		5,609	(609)
٦	Fotal Township Board	 72,910	72,910		50,077	22,833
٦	Township Supervisor:					
	Wages	20,421	20,421		20,421	-
	Fringe Benefits	3,219	3,219		3,202	17
	Mileage	250	250		88	162
	Education and Training	1,000	1,000		650	350
7	Fotal Township Supervisor	24,890	24,890		24,361	529
	Assessor:					
	Contractual Services	26,232	26,232		26,232	-
	Mapping	1,000	1,000		1,000	-
٦	Total Assessor	 27,232	27,232		27,232	-
		 		_		-

# TOWNSHIP OF BEAVER CREEK STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL GENERAL FUND YEAR ENDED JUNE 30, 2004

			-		
<b>,</b>		ORIGINAL BUDGET	FINAL AMENDED BUDGET	ACTUAL	VARIANCE FROM FINAL AMENDED BUDGET
_	Township Clerk: Wages	21,871	21,871	21,871	
	Fringe Benefits	13,360	13,360	12,997	363
	Deputy Wages	1,000 250	1,000 250	1,106 298	(106) (48)
-	Mileage Education and Training	100	100	220	(120)
	Total Township Clerk	36,581	36,581	36,492	89
-	Board of Review:	800	800	715	85
	Wages Miscellaneous	50 50	50	86	(36)
	Total Board of Review	850	850	801	49
	Township Treasurer:	00.404	00.404	00.404	
	Wages	20,421 12,905	20,421 12,905	20,421 13,497	(592)
	Fringe Benefits Deputy Wages	250	250	15,497	235
	Mileage	400	400	339	61
	Education and Training	100	100	70	30
	Total Township Treasurer	34,076	34,076	34,342	(266)
	Building and Grounds:	8,500	8,500	11,318	(2,818)
ilean.	Custodian Wages Secretary Wages	13,100	13,100	13,566	(466)
	Fringe Benefits	3,986	3,986	2,124	1,862
	Supplies	3,000	3,000	2,905	95
_	Snow Removal	1,000	1,000	742	258
	Mileage	600	600	309	291
	Electric	3,200	3,200	3,118	82
	Phone	3,000	3,000 3,400	4,151 3,848	(1,151)
-	Heat Repair and Maintenance	3,400 1,000	1,000	2,594	(448) (1,594)
	Miscellaneous	2,250	2,250	409	1,841
	Capital Outlay	2,000	2,000	2,402	(402)
-	Total Buildings and Grounds	45,036	45,036	47,486	(2,450)
	Cemetery:	100	100	100	
-	Supplies Contractual Services	1,000	1,000	1,050	(50)
	Electricity	1,000	100	91	(30)
	Repairs and Maintenance	200	200	305	(105)
-	Total Cemetery	1,400	1,400	1,546	(146)
	TOTAL GENERAL GOVERNMENT	242,975	242,975	222,337	20,638
_					

# TOWNSHIP OF BEAVER CREEK STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL GENERAL FUND YEAR ENDED JUNE 30, 2004

		ORIGINAL BUDGET	FINAL AMENDED BUDGET	ACTUAL	VARIANCE FROM FINAL AMENDED BUDGET
	PUBLIC SAFETY			<u> </u>	
	Planning and Zoning:		0.4 =00	4770	0.705
	Wages Legal	21,500 3,000	21,500 3,000	17,765 3,114	3,735 (114)
	Printing and Publishing	-	-	295	(295)
	Miscellaneous	1,600	1,600	4,484	(2,884)
	TOTAL PUBLIC SAFETY	26,100	26,100	25,658	442
	PUBLIC WORKS			-	
	Department of Public Works:	1,700	1,700	1,589	111
	Utilities Repairs and Maintenance	500	500	306	194
	Street Lighting	100	100	143	(43)
	Total Department of Public Works	2,300	2,300	2,038	262
	Sanitation:		******	-	
	Wages	5,500	5,500	5,355	145
	Annual Cleanup	3,500	3,500	3,175	325
	Snow Removal Refuse Removal Charge	500 9,000	500 9,000	8,897	(8,397) 9,000
	Repairs and Maintenance	200	200	107	9,000
	Permits	75	75	-	75
	Supplies and Equipment	5,000	5,000	4,564	436
	Total Sanitation	23,775	23,775	22,098	1,677
	TOTAL PUBLIC WORKS	26,075	26,075	24,136	1,939
	DEBT RETIREMENT Debt Retirement Interest on Debt	20,750	20,750	26,680 8,824	(5,930) (8,824)
	TOTAL DEBT RETIREMENT	20,750	20,750	35,504	(14,754)
	Total Expenditures	315,900	315,900	307,635	8,265
ı	Excess (Deficiency) of Revenues over Expenditures	(9,100)	(9,100)	(10,289)	(1,189)
ı	OTHER FINANCING USES Operating Transfers Out	-	-	(67,000)	(67,000)
ŀ	Excess (Deficiency) of Revenues over Expenditures and Other Uses	(9,100)	(9,100)	(77,289)	(68,189)
	Fund Balance - Beginning of Year	199,583	199,583	199,583	-
)	Fund Balance - End of Year	\$ 190,483	\$ 190,483	\$ 122,294	\$ (68,189)

# TOWNSHIP OF BEAVER CREEK STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL FIRE FUND YEAR ENDED JUNE 30, 2004

		RIGINAL BUDGET		FINAL AMENDED BUDGET		ACTUAL		ARIANCE OM FINAL MENDED BUDGET
REVENUES								
Federal Sources: FEMA Grant	\$	24,979	\$	24,979	\$	2.640	æ	(22.220)
Local Sources:	φ	24,919	φ	24,919	Φ	2,649	\$	(22,330)
Taxes and Assessments		206,078		206,078		205,734		(344)
Lease Income		17,945		17,945		17,945		(0.1)
Local Grants		7,817		7,817		7,817		_
Charges for Services		3,000		3,000		3,000		-
Interest		120		120		105		(15)
Other		2,358		2,358		3,812		1,454
Total Revenues		262,297		262,297		241,062		(21,235)
EXPENDITURES								
Wages		112,000		112,000		115,129		(3,129)
Fringe Benefits		37,803		37,803		40,039		(2,236)
Office Supplies		650		650		1,746		(1,096)
Rescue Supplies		2,700		2,700		3,821		(1,121)
Repairs and Maintenance		10,650		10,650		12,700		(2,050)
Miscellaneous		2,860		2,860		3,670		(810)
Liability Insurance Utilities		8,900		8,900		8,951		(51)
Education and Training		10,200 5,000		10,200 5,000		9,848 5,428		352
Capital Improvements		36,496		36,496		36,429		(428) 67
Debt Retirement		52,938		52,938		38,440		14,498
Total Expenditures		280,197		280,197		276,201		3,996
Excess (Deficiency) of Revenues over Expenditures		(17,900)		(17,900)		(35,139)		(17,239)
OTHER FINANCING SOURCES Operating Transfers In		-		-	-	20,000		20,000
Excess (Deficiency) of Revenues and Other Sources over Expenditures		(17,900)		(17,900)		(15,139)		2,761
Fund Balance - Beginning of Year		26,618		26,618		26,618		-
Fund Balance - End of Year	\$	8,718	\$	8,718	\$	11,479	\$	2,761
			=					

# TOWNSHIP OF BEAVER CREEK COMBINING BALANCE SHEET NON MAJOR GOVERNMENTAL FUNDS JUNE 30, 2004

	PARK	IQUOR LAW PRCEMENT	TOTAL	
ASSETS Cash	\$ 10,328	\$ 1,261	\$	11,589
<b>FUND EQUITY</b> Fund Balance - Unreserved, Undesignated	\$ 10,328	\$ 1,261	\$	11,589

# TOWNSHIP OF BEAVER CREEK COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE NON MAJOR GOVERNMENTAL FUNDS YEAR ENDED JUNE 30, 2004

TOTAL	
38,680	
1,319	
1,061	
46	
4,325	
45,431	
89,838	
1,227	
91,065	
(45 624)	
(45,634)	
47,000	
1,366	
10,223	
11,589	
_	